

13. Use of Privately-Owned Airplanes; Motor Vehicle; Accommodations.

A. A candidate, candidate's agent, or person traveling on behalf of a candidate who uses an airplane that is owned or leased by the candidate, another person, or charter airplane company shall reimburse the owner or leaseholder for the value of the travel and report the expenditure, or report the value of the in-kind contribution for the travel:

1. In the case of travel to a city served by regularly schedule commercial service, then the lowest non-discounted coach airfare; or
2. In the case of travel to a city not served by a regularly scheduled commercial service, the charter rate comparable to the service provided under existing Arizona state contracts with charter airplane companies. Those amounts are available attached.

In all situations, a candidate's campaign must reimburse the owner or leaseholder for the use of an airplane. A pilot may donate the use of his or her time without requiring compensation. The itinerary required to be prepared for all campaign travels via private aircraft shall note whether the pilots were compensated or volunteers.

- B. A candidate, candidate's agent, or person traveling on behalf of a candidate who uses a motor vehicle, which is owned or leased by the candidate or another person or organization, must reimburse the candidate, person or organization respectively at the normal and usual rental charge of the transportation. The normal and usual reasonable rental charge shall be at least 10¢ per mile, which shall be paid from the candidate's campaign account. If the candidate fails to reimburse the owner or leaseholder for the use of the motor vehicle within 30 calendar days of the travel, then the value of the use of the motor vehicle is an in-kind contribution to the candidate's campaign and shall be assessed as the per mile reimbursement amount allowed to state employees at the time by the Arizona Department of Administration.
- C. If any individual, including a candidate, uses accommodations, including lodging and meeting rooms, during campaign-related travel, and the accommodations are paid for by another person, the candidate's authorized committee shall pay the person an amount equal to the usual and normal charge for the accommodations, and shall maintain documentation supporting the amount paid.

CHARTER AIRPLANE RATES ON ARIZONA STATE CONTRACT

Commission staff researched both state and federal travel law to arrive at its recommendation for travel policies. State employees that choose to travel in state via aircraft must arrange their own travel through one of the private charter flight companies that is on contract with the State Procurement Office. Staff contacted two of these aircraft charter companies to determine a reasonable range of cost for airline travel, and gathered the following information:

Company Name	Flight	Aircraft	Flight Time	Cost
Southwest Aircraft Charter	Phoenix to Yuma	6 seat twin prop	1 hour	\$990 plus \$45/hour holding
	Phoenix to Yuma	9 seat twin turbo	1 ½ hours	\$2,335 plus \$45/hour holding
	Phoenix to Kingman	9 seat twin turbo	1 hour	\$2,406 plus \$45/hour holding
	Phoenix to Page	6 seat twin prop	1 hour	\$1,342 plus \$45/hour holding
	Phoenix to Page	9 seat twin turbo	1 hour	\$2,747 plus \$45/hour holding
Falcon Executive	Mesa to Yuma	7 seat twin turbo	1 ½ hours	\$1,512 plus

Aviation	Mesa to Kingman	7 seat twin turbo	1 hour	\$45/hour holding \$1,530 plus
	Mesa to Page	7 seat twin turbo	2 hours	\$45/hour holding \$1,962 plus
	Mesa to Tucson	7 seat twin turbo	1 hour	\$45/hour holding \$1,026 plus
	Mesa to Flagstaff	7 seat twin turbo	1 hour	\$45/hour holding \$1,098 plus
				\$45/hour holding

In general, aircraft charter companies charge an hourly flight rate, an hourly holding fee, any applicable ramp, handling and catering fees, and applicable tax.

Staff used Federal regulations for candidates for federal elections to determine reimbursement procedures for the use of a privately owned airplane. Staff also used these regulations to determine travel documentation requirements for candidates and the procedure for determining the cost per person. (Adopted April 30, 2002, updated August 2003)